



# Adoptions From The Heart®

## **JOB SUMMARY**

**JOB TITLE:** Office and Marketing Associate

**JOB SUMMARY:** Responsible for marketing and administrative duties in the Wynnewood, PA Office

## **JOB DUTIES:**

### **OFFICE REPONSIBILITIES**

1. Phone coverage and message forwarding
2. Maintain Master Packets and upkeep of domestic and expectant parent packets
3. Enter donor information in database and mail donation letters, including annual appeal
4. Assist District Supervisor in completing and maintaining profile book changes
5. Provide backup support for Office Manager when needed
6. Provide assistance to Assistant and Executive Director as requested
7. Help scan and enter files into the database
8. Assist with maintaining paper and online files
9. Scan and mail correspondence between birth parents and adoptive families.

### **MARKETING RESPONSIBILITIES**

1. Complete supply requests, including stationery and outreach, for branch offices
2. Complete orders from PayPal, including calendar sales
3. Complete outreach bundles and maintain inventory for the marketing department
4. Complete agency research and statistics and create spreadsheets
5. Assist in maintaining Agency Professional database
6. Assist with mass mailings

### **OTHER**

1. Promote philosophy of agency.
2. Utilize standardized office systems and protocol.
3. Assist other AFTH departments as needed
4. Any other duties requested.